

**INSTRUCTIONS FOR COMPLETING  
INCOME AND EXPENSE SURVEY FORM  
HOTEL/MOTEL**

The following instructions are provided to aid you in filling out this survey form. If you have any questions, please call this office at 703.746.4646.

**A. Certification**

Certification of this information by the owner or officially authorized representative is required by state law (Code of Virginia 58.1-3294). Please print or type the name and title of the person certifying the information, and the name and phone number of the person to contact with questions about this information.

**B. Annual Income**

Please enter the period covered by this income and expense statement.

1. **Actual Room Rental Income** - Actual income from rental of rooms. This is not the gross potential income at 100% occupancy, but the actual gross rent received.
2. **Food & Beverage Income** - Income from sales of food, beverages and sundries.
3. **Telecommunications** - Income from use of telephone, fax, internet services, et al.
4. **Other Operated Departments** - Additional sources of income not listed above such as commercial tenants, parking garage, gift shop, news stand, valet, health club etc.
5. **Rentals and Other Income** - Rental income from space in the hotel for activities not operated by the hotel. This item should also include income from cash discounts, interest and commissions.
6. **Total Actual Income** - Sum of lines 1 through 5.

**C. Department Costs And Expenses**

These are costs necessary to maintain the productions of income from operations of the property. They are the day to day costs of providing services for the guests. They do not include the expenses necessary for the operation of the Real Estates (see Operating Expenses below). Do not include under any expense category items such as mortgage interest or amortization, depreciation, personal property tax, income taxes, or capital expenditures. Capital expenditures are required in Section I.

7. **Rooms** - Cost directly attributed to room upkeep.
8. **Food & Beverage** - Cost directly attributed to providing meals and drinks
9. **Telecommunications** - Cost of providing telephone, fax, internet services to guests.
10. **Other Operated Departments** - Additional departmental costs not listed above such as costs of providing parking, newsstand, valet and health club facilities.
11. **Total Costs and Expenses** - Sum of lines 7 through 10.
12. **TOTAL OPERATED DEPARTMENTAL INCOME** (line 6 minus line 11)

**D. Undistributed Operating Expenses**

These are expenses necessary to maintain the production of income from operation of the property. Do not include under any expense category items such as mortgage interest or amortization, depreciation, income taxes, or capital expenditures. These are not operating expenses. Include all other expenses to the property.

13. **Administrative & General** - Includes administrative payroll, office supplies, accounting and legal fees. (Please detail each line item. If necessary attach separate sheet).
14. **Franchise Fees - Including Marketing Fees** - Fees paid for the use of a name, logo and marketing to self or a third party.
15. **Marketing** - Includes advertising and marketing costs not included in item 14.
16. **Property Operation and Maintenance** - Includes salaries, payroll taxes, employee benefits as well as tools and supplies to maintain the property (grounds, furniture and equipment). Do not include major capital improvements in this category.
17. **Utility Costs** - Costs for all utilities such as HVAC, water, sewer etc.

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18. **Other Unallocated Operating Departments** - These are typically costs of non-revenue producing operations such as the salaries, wages, and employee benefits attributable to items not listed above such as house laundry, print shop, etc.
19. **Total Undistributed Expenses** - Sum of lines 13 through 18
20. **Income Before Fixed Charges** - Line 12 less line 19.

### E. MANAGEMENT FEES, PROPERTY TAXES AND INSURANCE

21. **Management Fees** - Amounts paid to a management company or self for operating the building. Do not count management fees here if the same administrative costs are shown elsewhere.
22. **Ground Rent** - Rent paid for the right to use and occupy land.
23. **Taxes** (Other than real estate taxes) - This category includes business license tax, and other taxes.
24. **Real Estate Taxes** - Amount paid for real estate taxes. This amount should reflect any adjustments made to the assessment in the calendar year.
25. **Insurance** (Including building and contents for the reporting period only) - Some insurance policies are multi-year contracts. Please include only one year's costs.
26. **Total Operating Expenses** - The sum of lines 21 through 25
27. **Reserves for Replacement** - (Furniture, Fixtures and Equipment) This is a reserve allowance set aside annually for the replacement of tangible personal property.
28. **Total Expenses** - The sum of lines 26 and 27.

### F. NET INCOME BEFORE DEPRECIATION, DEBT SERVICE AND INCOME TAXES - Line 12 less line 28

### G. Facilities Data

1. The number of rooms by type and their respective rates without discounts.
2. Availability of restaurant facilities with square foot area used and number of seats provided.
3. Conference or banquet facilities by area and number of rooms

### H. Occupancy and Daily Rate Information

1. Actual occupancy rates for each listed month.
2. Percent of occupancy for the current year.
3. Actual average daily room rates for each listed month.
4. The average daily room rate for the current year.

### I. Capital Improvements, Renovations

Capital expenditures are investments in remodeling or replacements which materially add to the value of the property, or appreciably prolong its economic life. Generally, expenditures on materials or equipment with a life of more than one year should be considered capital and included here. For each line enter a description of the improvements, the total cost and the life of the improvements in years. The life of the improvements is the number of years the improvement will last, or the number of years over which it will be amortized. Reflect only those capital costs that were actually expensed during the calendar year. This section helps to compile accurate maintenance expense data for each property type. Enter the total amount of the capital cost for this reporting period only.

### J. Debt Service Information

Please provide information in regard to any loan placed on this property within the last five years. Please include any new loans or refinancing of original debt. This information is requested to study the financing trends for this property type to determine typical debt coverage ratios. By obtaining this information we may also be able to see if your particular property is unusual in its financial arrangements.

### K. Please provide the year ending 2010 STAR REPORT for this property.